

Information pack

RECRUITMENT OFFICER (Selection)



June 2020

Unlocked

Recruitment Officer (Selection)

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| Report to | Recruitment Director |
| Closing date | Friday 10 th July 5pm |
| Salary | £27,000 - £32,000 |
| Hours | Full time |
| Location | London, EC4Y (remote initially until at least Oct 2020) |
| Start date | September 2020 |
| Contract | Permanent |

The organisation

Unlocked Graduates is an award-winning organisation that aims to change the way we develop society's future leaders, as well as how we think about prisons and prisoners by focusing on rehabilitation, and addressing the damage and cost of reoffending.

At the core of Unlocked Graduates is a leadership programme, funded by HMPPS and our charitable supporters, that will get top graduates into prisons working as frontline prison officers for two years. The project grew out of a recommendation in the Coates' Review of prison education.

Our participants are asked to focus on rehabilitation and breaking cycles of re-offending to give second chances to those who lacked opportunities earlier in life. This work will form part of their studies for a master's degree which they will complete while taking on the full duties of a frontline prison officer. At the end of the programme they will be asked to develop policy ideas that they think have the potential to influence systemic change.

We want the programme to raise the status of a currently invisible and undervalued public service by attracting a different kind of leader to work in prisons and help identify ways to reform the prison system, reduce re-offending and improve rehabilitation. We also want our participants to consider entering other professions and sectors at the end of the two years and are building corporate relationships to offer such opportunities.

Our mission

The aim of Unlocked Graduates is to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

The role

We are looking for an innovative and well-organised individual to join our Recruitment team. You will play an important role in designing our processes to select the highest quality applicants to work in prisons with Unlocked Graduates.

You will be responsible for the logistics and organisation of our selection processes, particularly assessment centres as we seek to create an adaptable remote way of running these. You will be the key point of contact for candidates at this stage of the process and work to ensure that all candidates have a positive experience of the process, whilst also collaborating with external stakeholders to

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ensure our selection process is as fair and consistent as possible. You will work with the Recruitment Director to design and set up new systems and processes and support the post-selection journey for candidates. This position offers a mix of logistics planning, stakeholder management, data analysis and creating innovative activities to improve our selection processes. You'll join a hard-working team with opportunities every day for new achievements and experiences.

At Unlocked Graduates we are committed to recruiting a diverse intake of graduates to the programme as we believe this will benefit the workforce in prisons, with a focus on attracting graduates from Black, Asian and Minority Ethnic backgrounds. We therefore look for diversity in our recruitment officers to be able to appeal to a range of different graduates and would particularly welcome applicants from these backgrounds.

Key responsibilities

Selection

- Take a hands-on role in screening and assessing applicants against the required attributes as well as training others on this
- Design materials for screening and assessing including scoring matrices, feedback forms, assessor instruction materials
- Oversee the planning and scheduling of assessment centres ensuring all participants and assessors have the information required for their involvement
- Facilitate the running of assessment centres to ensure all candidates receive a positive candidate experience
- Deal with candidate queries regarding the selection process and manage the booking process for assessment centres
- Act as a main point of contact for screeners and assessors so that queries are dealt with quickly and effectively and they are equipped to assess candidates fairly and consistently
- Develop strong relationships with stakeholders that support the recruitment process, both internal and external
- Conduct ongoing analysis of our selection process and communicate this to relevant stakeholders
- Collaborate with the Recruitment Director to develop new exercises to improve the selection process
- Ensure recruitment practices are carried out consistently, efficiently and fairly to achieve a best practice selection process, researching the development of new systems and processes where relevant
- Communicate the Unlocked mission, values and messaging consistently to maintain a positive candidate journey for applicants

Additional Responsibilities

- Ad hoc support for the attraction team during busy times; for example event attendance and driving applications
- Leading on post-assessment centre onboarding processes including the organisation and management of fitness tests, university enrolment and launch events

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- Manage relationships with HMPPS to ensure candidates are fully onboarded and ready to start the programme
- Ensure maintenance of detailed records and databases to continuously evaluate and improve the recruitment campaign.

Person specification

Knowledge & Experience

- Strong belief and enthusiasm for Unlocked Graduates' aims.
- Knowledge of the graduate recruitment cycle and the processes it involves.
- Experience of working with a range of different people.
- Project management experience of delivering projects with a clear goal.
- Understanding of the importance of fair and consistency in selection processes.
- Experience of working within assessment and selection (desirable).
- Experience in the use of candidate management systems (desirable).
- Understanding of the role of a prison officer (desirable).

Characteristics and skills

- Strong organisational and planning skills, with confidence managing multiple tasks and deadlines
- Exceptional interpersonal skills, with the ability to build strong relationships internally and externally.
- Excellent written and verbal skills.
- Strong collaboration and team-working skills with an ability to work well in a small team.
- Sound analytical skills with the ability to make critical judgements and take decisions.
- Capacity to use your initiative to overcome obstacles.
- Positive and pro-active attitude.
- Commitment to the goals and values of Unlocked.
- Ability to work independently, with conflicting demands, in a high-pressured environment.
- A team player, who is willing to deliver practically on the ground and be hands-on.
- Regularly evaluates own performance to build on strengths and identify areas to improve.

Other requirements

- Right to work in the UK.
- Our roles involve occasional evening events and weekend work. Our main busy period is October-March.

How to apply

To apply, please follow the link where you will need to fill in a short application form and upload a CV: <https://app.beapplied.com/apply/zuyzbu0v1b>

If you would like to have an informal and confidential discussion about the role or about the process please contact hello@unlockedgrads.org.uk.

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Timetable

Closing date: Friday 10th July 5pm
First round interviews: w/c Monday 13th July
Second round interviews: w/c Monday 20th July

Applications will be assessed as they are received.

Please let us know if you will have any limits on your availability during this time. For more information about Unlocked Graduates please visit our website.